

## Email Template - To be sent 3 weeks out

Looking forward to seeing everyone at the upcoming Put Me In, Coach session *drop in dates here*.

We've got a great group from across the organization attending. It will be a great opportunity for everyone to learn from one another and compare best practices.

In preparation for the session, I wanted to share the following:

### **Session Details/Timing:**

*We suggest including the following...*

Appropriate dress/attire

Training times

Whether breakfast/lunch will be served

Guest speakers that will attend (if any)

### **Directions to training facility:**

*If necessary...*

### **Pre-work TO COMPLETE BEFORE CLASS:**

Please read the attached white paper, *Key Coaching Traits*, before the session. It will serve as the foundation of what we will be covering over the two days.

In addition, attached is an overview of the agenda *[you need to pull this from your facilitation kit]*. This will give you a feel for what we will be covering.

Please use this [link](#) to access and complete the BEST<sup>2</sup> Assessment™. Please complete Assessment by *enter date here* so we can have printed and ready for you at class.

### **What to bring with you:**

1. Copy of your company's vision, mission and purpose. If your team or department has them as well, bring those, too.
2. Competencies either for a job/person you work closely with or for someone you manage. If you don't have competencies, a job description/profile will do.
3. Information about a coaching opportunity/challenge you are currently tackling (or need to tackle).
4. Copy of your company's professional development plan.
5. Details about how you (or those in your organization) manage/evaluate performance, write objectives and give feedback.

If you have any questions, feel free to email me at *insert your email address and phone number (or extension)*. See you *write in date of training!*



**BEST2 Assessment™ URL:** <http://lc-consultants.com/lcc.php>

## Email Template - To be sent 2-3 days prior

Dear participants –

Please respond to this email confirming the following:

1. You will be at the workshop **[include date and arrival time]**
2. You know where you are going **[provide location]**
3. You will have read the white paper before arriving (I can resend if needed)
4. You will bring the requested company-specific information with you (let me know if you need that information)
5. You are ready to have fun!

In addition, you may want to view the 90-second teaser **[include url to animation]** of the Put Me In, Coach course which gives you a glimpse into the upcoming experience. Take a look at your convenience.

See everyone **provide reminder of the date/time!**



**Put Me In, Coach Animation:** [http://lc-consultants.com/wp-content/uploads/2016/11/PMIC\\_Animation.mp4](http://lc-consultants.com/wp-content/uploads/2016/11/PMIC_Animation.mp4)